

## USED OIL RECYCLING INCENTIVE PAYMENT CLAIM/REPORT

Instructions for completing this form can be found on the reverse.  
Print legibly in ink or type.  
Indicate N/A for any items which are not applicable.

### OFFICE USE ONLY

Claim Number

#### CLAIMANT INFORMATION

1. CIWMB Identification Number \_\_\_\_\_

2. Federal Tax Identification Number \_\_\_\_\_

3. Name of Entity \_\_\_\_\_

4. Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

#### Reporting Period (Check One)

#### Enter Year

- ☐ Jan 1 - Mar 31/Due May 15 \_\_\_\_\_  
☐ April 1 - June 30/Due Aug 14 \_\_\_\_\_  
☐ July 1 - Sept 30/Due Nov 14 \_\_\_\_\_  
☐ Oct 1 - Dec 31/Due Feb 14 \_\_\_\_\_

6. ☐ Check here if another certified or registered entity is or will be submitting a claim/report referencing the attached manifest or modified manifest receipt.  
(e.g. registered separately as both an industrial generator and a curbside collection program, but using the same storage tank). Complete **CIWMB-31A**  
and attach to this form.

7. ☐ Check here if filing as multiple certified used oil collection centers. Complete **CIWMB31-B** and attach to this form.

#### LUBRICATING OIL PURCHASES - DO NOT INCLUDE INDUSTRIAL OIL (Complete if Applicable)

8. Amount of lubricating oil purchased in the quarter or since the last claim/report was submitted. (a) \_\_\_\_\_ gallons  
If no oil purchased, enter zero on line (a).

9. Amount of oil purchased which is exempt from the \$0.16 recycling fee. (b) \_\_\_\_\_ gallons

#### USED LUBRICATING OIL RECYCLED - DO NOT INCLUDE INDUSTRIAL OIL (Used Oil Collection Centers, Industrial Generators, and Curbside Collection Programs Only)

10. Total amount of eligible used lubricating oil transported to a certified used oil recycling facility or to an out-of-state facility. (c) \_\_\_\_\_ gallons  
(Attach copies of manifests or modified manifest receipts from used oil hauler.)

11. Total amount of Claim [multiply the number on line (c) by \$0.16]. (d) \$ \_\_\_\_\_

#### USED LUBRICATING OIL USED TO GENERATE ELECTRICITY (Electric Utilities Only)

12. Amount of used lubricating oil used to generate electricity in the quarter or since last claim. (e) \_\_\_\_\_ gallons

13. Total amount of claim [multiply the number on line (e) by \$0.16]. (f) \$ \_\_\_\_\_

#### DECLARATIONS AND SIGNATURES

14. I have operated in compliance with all Federal, State and local requirements pertaining to the management of such oil, and to the best of my knowledge no other claim has been submitted on this used oil.

Signature of Authorized Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Date postmarked \_\_\_\_\_ Amount adjusted \_\_\_\_\_

Reason for adjustment \_\_\_\_\_

Amount approved for payment \_\_\_\_\_ Date of review \_\_\_\_\_ Reviewer \_\_\_\_\_

Authorization for payment \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Vendor Number \_\_\_\_\_ Schedule Number \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING USED OIL RECYCLING INCENTIVE PAYMENT CLAIM/REPORT FORM

TO BE ELIGIBLE TO RECEIVE A RECYCLING INCENTIVE PAYMENT, YOU MUST REPORT TO THE BOARD QUARTERLY THE AMOUNT OF LUBRICATING OIL PURCHASED, IF APPLICABLE, AND THE AMOUNT OF LUBRICATING OIL TRANSPORTED TO A CERTIFIED USED OIL RECYCLING FACILITY BY A USED OIL HAULER.

THE DEADLINE FOR SUBMITTING A QUARTERLY REPORT IS ON OR BEFORE THE 45TH CALENDAR DAY FOLLOWING THAT QUARTER. NOTE: INCENTIVE CLAIMS SATISFY THE QUARTERLY REPORT REQUIREMENTS.

IF ANY REQUIRED INFORMATION IS NOT INCLUDED ON THE FORM, THE BOARD MAY REJECT YOUR REQUEST FOR PAYMENT.

- Item 1: CIWMB Identification Number - Enter the certification or registration number issued by the Board.
- Item 2: Federal Tax Identification Number - Enter your Entity Taxpayer Identification Number or Social Security Number.
- Item 3: Name of Entity - Enter name as it appears on your certification or registration application.
- Item 4: Mailing Address - Enter the street name and number or P.O. Box number, city, state, and zip code of the location where your incentive claim payment should be sent.
- Item 5: Contact Person - Enter the name and telephone number of a person to be contacted for questions regarding the claim form.
- Item 6: Only complete if more than one entity is submitting a claim using the same manifest and modified manifest receipt.
- Item 7: Only complete if filing as multiple certified used oil collection centers.
- Item 8: Enter the total quantity of lubricating oil purchased, in gallons, during the quarter.
- Item 9: Enter the amount of oil purchased which is exempt from the \$0.16 recycling fee.
- Item 10: Enter the total amount of used oil picked up by a hauler since your last claim/report on line (c) and attach the manifest receipts to this form.
- Item 11: Enter the number calculated from multiplying the number on line 10 (c) by \$0.16. The total amount of your claim should equal the total amount of money you expect to receive from the Board for recycling your used oil.
- Item 12: Enter the amount of oil used to generate electricity, in gallons, on line (e).
- Item 13: Electric Utilities ONLY! Enter the number calculated from multiplying the number on line 12 (e) by \$0.16. The total amount of your claim should equal the total amount of money you expect to receive from the Board.
- Item 14: Declarations and signatures - This report must be signed by an authorized representative of the entity. By signing this report, the authorized representative binds the entity and represents that he/she has verified the information presented and believes it to be correct. The signature must be an original. No rubber stamps or facsimile are allowed.

### DEFINITIONS

"Lubricating oil" as it is defined in Public Resources Code (PRC), Section 48618, includes any oil which is intended for use in machinery powered by an internal combustion engine. Lubricating oil includes oil intended for use in an internal combustion engine crankcase, transmission, gearbox, or differential in an automobile, bus, truck, vessel, plane, train, heavy equipment, or other machinery powered by an internal combustion engine. Lubricating oil also includes consumer additives which are intended to be mixed with lubricating oils in an internal combustion engine. Lubricating oil does not include oil intended for use in a 2-cycle engine where the oil is entirely consumed during usage.

"Industrial oil" as it is defined in PRC, Section 48616, includes, but is not limited to, any compressor, turbine, or bearing oil, hydraulic oil, metalworking oil, or refrigeration oil. Industrial oil does not include dielectric fluids.

CERTIFIED USED OIL COLLECTION CENTER means a business, governmental entity, or nonprofit organization, certified by CIWMB, which accepts used lubricating oil from the public and which is exempt from hazardous waste facility permit requirements pursuant to subdivision (a) of Section 25250.11 of the Health and Safety Code.

INDUSTRIAL GENERATOR means an entity, registered with CIWMB, which buys and uses lubricating oil only for equipment owned or used by the entity. Industrial Generator includes state or local government entities as defined by PRC Section 5902 of the Government Code. Industrial Generator does not include motor carriers which have received oil for which a payment has not been made pursuant to PRC Section 48650.

CURBSIDE COLLECTION PROGRAM means a service, registered with CIWMB and sponsored by a local agency, which collects used oil, and may collect other recyclable material, including, but not limited to, newspaper, glass containers, aluminum cans, and bi-metals.

ELECTRIC UTILITY means any person, registered with CIWMB and engaged in, or authorized to engage in, generating, transmitting, or distributing electric power by any facilities, including, but not limited to, any such person who is subject to the regulation of the Public Utilities Commission.

USED OIL RECYCLING FACILITY means a facility which is issued a hazardous waste facilities permit or grant of interim status by the department pursuant to Section 25200 or 25200.5 of the Health and Safety Code to convert used oil into recycled oil.

ALL USED OIL INCENTIVE CLAIMS/REPORTS, INQUIRIES AND CORRESPONDENCE PERTAINING TO INCENTIVE PAYMENTS SHOULD BE MAILED OR DELIVERED TO THE FOLLOWING LOCATION:

ACCOUNTING OFFICE  
California Integrated Waste Management Board  
1001 I Street, P. O. Box 4025  
Sacramento, CA 95812  
Telephone inquiries: (916) 341-6176